

SECTION 1: GENERAL PROVISIONS**1-1. Adoption; amendments**

- 1-1.1.** The County of Madison, Virginia's Personnel Policy, consisting of the various rules, regulations and procedures set forth in this manual, supersedes all previous Personnel Policies and, having been originally adopted by the Board of Supervisors and approved by the County Administrator, the Personnel Policy shall govern all County employees, other than those specifically exempted.

1-2. Purpose

- 1-2.1.** To provide equitable conditions of employment for County personnel;
- 1-2.2.** To establish and maintain uniform standards of personnel administration; and
- 1-2.3.** To provide guidelines for supervisors as to how management of personnel may be performed in a fair and consistent manner.

1-3. Scope of Application

- 1-3.1.** Except where otherwise provided, the rules and regulations set forth within this policy manual shall apply to all departments of the general government of Madison County.
- 1-3.2.** A Constitutional Officer who wishes for his or her employees to participate in one or more aspects of the County's personnel system shall make a written request to the Board of Supervisors and County Administrator. Once approved by the County, the request shall remain in effect until rescinded or until a new Constitutional Officer takes office.
- 1-3.3.** Circuit, General District and Juvenile and Domestic Relations District ("JDR") Court Judges are specifically exempt from this Personnel Policy, as are the Clerks of the General District Court and JDR courts and their employees.

1-4. Amendment

- 1-4.1.** The rules and regulations set forth within this policy manual may be amended by the County Administrator, following notice to Department heads and an opportunity for Department heads to provide comment. However, any amendment that would result in an increase of the County's budget beyond the approved current fiscal year appropriations must be ratified by the Board of Supervisors prior to taking effect.
- 1-4.2.** In the event that the County Administrator intends to amend any rule or regulation, she shall provide at least 10 working days' advance notice to Department heads of the proposed amendment.

1-5. Responsibility for Compliance

- 1-5.1.** Department heads and key officials shall take necessary and prompt action to insure compliance with this Personnel Policy within their respective departments.

1-6. Administration

- 1-6.1. Chief Personnel Officer. The County Administrator shall be the chief personnel officer for the County. The chief personnel officer shall direct the administration of the County's Personnel Policy and may delegate to the Director of Finance such responsibility for administration as she deems appropriate.

- 1-6.2. Finance Director. The Director of Finance is charged with the following administrative responsibilities:

- 1-6.2.1. Administration of the County's payroll
- 1-6.2.2. Administration of the County's retirement and benefits programs
- 1-6.2.3. Administration of the County's workers' compensation benefits
- 1-6.2.4. Such other duties as the County Administrator may assign.

1-7. Availability

- 1-7.1. This Policy manual shall be maintained by the County Administrator and a complete copy (electronic or paper) shall be available in the office of each department head.
- 1-7.2. This Policy will also be available for review by any employee during normal business hours, in the office of the County Administrator.

1.8. Interpretation

- 1-8.1. A word used in the masculine includes the feminine and neuter. A word used in the feminine includes the masculine and neuter.